

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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June 23, 2004

Dear City or County Official:

C/CAG is pleased to issue a “call for projects” for the 2005/06 Transportation Development Act (TDA) Article 3 Program. Application Form and relevant information is available at the C/CAG website at <http://www.ccag.ca.gov>. The TDA Article 3 funds will be available July 1, 2005 and expire in three (3) years. It is estimated that approximately \$1,100,000 will be available for funding in this cycle. The amount includes the rollover funds from FY 2004/05 for this program.

Completed application along with all the required materials must be received at the C/CAG office by **Friday, December 10, 2004, at 5:00p.m.** This provides a relatively long period of time to allow sponsors to prepare completed applications and the required documentation, and to bring candidate projects it their state of readiness.

A workshop for all potential project sponsors has been scheduled for **Thursday, September 23, 2004 at 9:00 a.m. at the SanTrans Auditorium** located at 1250 San Carlos Avenue, San Carlos. Attendance in this workshop will enhance the project sponsors chance of having their projects selected, as the workshop will provide complete and detail information on how to meet all the application requirements.

The Metropolitan Transportation Commission (MTC) directly administers these funds. Your application should show how the proposed project could demonstrate one or more of the 12 objectives established by MTC. These objectives are detailed on pages 6 and 7 of MTC Resolution 875, which is included with this application packet. A summary of the objectives is as follows:

1. Elimination or improvement of an identified problem area.
2. A continuous interconnected route to activity centers where it did not previously exist.
3. Secure bicycle parking facilities.
4. Provisions that facilitate bicycle/transit trips.
5. Maintenance of Class I bikeways or restriping Class II bicycle lanes.
6. Projects identified in a comprehensive local bicycle or pedestrian plan.
7. Enhancing bicycle or pedestrian commuting.
8. Supporting jurisdictions that promote safety, information, and facility maintenance.
9. Local support for bicycle and pedestrian projects.
10. Regional continuity.
11. Bicycle safety education.
12. Comprehensive bicycle and pedestrian facilities plans (these projects are not eligible in

the 2005-06 funding cycle because they do not result in a construction project).

The C/CAG BPAC encourages and will give priority to funding projects that establish basic services before they give consideration to the provision of amenities and project frills.

The evaluation and selection of projects for funding will be based on the numerical score (see attached scoring sheet) after careful review of the information contained in the written application, the oral presentation of the project before the C/CAG Bicycle and Pedestrian Advisory Committee, and information gathered from a site visit of the proposed project. The Bicycle and Pedestrian Advisory Committee will use all of these factors to create a balanced program of projects that will best meet the short and long-term needs of San Mateo County's bicycling and walking population. In developing this balanced program, consideration will be given to other factors including the size of projects, geography impacted, population served, and other relevant information. Some of the important factors that in the past have influenced whether a project received funding or not include:

- Participation of a local jurisdiction's Bicycle/Pedestrian Advisory Committee/Council in the proposed project. Committees that include actual consumers are strongly encouraged.
- Assurance that at least one staff or board member of the sponsoring jurisdiction has personally biked and/or walked the proposed project route in order to gain first hand knowledge of the potential hazards and challenges that might exist for the potential users
- Extent of local match provided.
- The extent to which the project provides access to high use activity centers.
- The extent to which the project addresses an important safety issue.
- The extent to which the project addresses a priority in C/CAG's Comprehensive Bicycle Route Plan or a comparable Pedestrian Plan.

Please clearly identify in your application, if the project can be implemented in phases or divided into smaller usable components in case the Committee does not want to recommend the full funding requested at this time.

The following information must be submitted for each project:

- MTC TDA Article 3 required information. This information will be embodied in a resolution from your governing body that includes certain findings by the local jurisdiction. In the past you were required to submit a separate "opinion of counsel." This new resolution format, once adopted by your governing body, will now meet all of these requirements. Instructions plus a sample resolution format and sample application form are available from the MTC website at <http://www.mtc.ca.gov/funding/STA-TDA/FY04-05ClaimFormsArt3.doc>. The MTC application form will not be required until your project has been selected for funding by C/CAG.
- Environmental clearance document.

- A DETAILED MAP showing project vicinity and location.
- A five-minute video of the project location for use in the scoring process.
- Attach a brief description of your Bicycle and Pedestrian Advisory Committee and a copy of the minutes in which this Committee approved the submittal of the FY 2005-06 Transportation Development Act (TDA) Article 3 application.
- A completed C/CAG Bicycle and Pedestrian Advisory Committee TDA Article 3 Application for Fiscal Year 2005-06.
- Evidence that the project is eligible for funding by ensuring that the items listed in MTC Resolution No. 875, pages 1 and 2, sections a. through h. are fully addressed. Some of these items may be covered through other parts of the application packet such as the resolution from your governing board.
- Attach additional sheets as needed to address all of the criteria included in the BPAC Scoring Sheet. Also provide any information that you feel would provide a compelling justification for the funding of this project.

IF THE ABOVE INFORMATION IS NOT INCLUDED IN THE APPLICATION, THE APPLICATION WILL NOT BE CONSIDERED FOR FUNDING.

ALL COMPLETE APPLICATIONS MUST BE RECEIVED AT C/CAG OFFICE BY FRIDAY, DECEMBER 10, 2004 AT 5:00 P.M. Please remit applications to:

City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Geoffrey Kline

If you have any questions please contact me at 650-363-4100.

Sincerely,

Geoffrey Kline, PE

Enclosures:

1. Schedule for the 2005-2006 TDA Article 3 Program (Revised on May 27, 2004)
2. C/CAG TDA Article 3 Application For FY 2005-06
3. C/CAG TDA Article 3 Bicycle and Pedestrian Scoring Sheet